THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DNR0127715**	Date Posted:	**04/08/13**
POSITION NO:	240005	Closing Date:	**OUF**
CLASS CODE:	3010		
POSITION TITLE:	**Petroleum Technician - Trainee**		
DEPARTMENT NAME:	**DNR/Minerals Department**		
DEPARTMENT NO:	12	WORKSITE LOCATION:	Shiprock, NM
WORKS DAYS/HOURS:		POSITION TYPE:	GRADE: R61A
Days:	Mon-Fri	Permanent: ☑	SALARY:
Hours:	**8-5pm/on call 24/7**	Temporary: ☐ Duration:	$ 29,390.40 Per Annum
		Part-Time: ☐ No. of Hrs/Wk: 40	$ 14.13 Per Hour

DUTIES AND RESPONSIBILITIES:

Independently inspect assigned Navajo Nation oil and gas leases and operating agreements to enforce applicable laws and regulations. Inspect and verify oil and gas well production. Witness drilling, plugging and abandonment, gas meter calibration, Lease Automatic Custody Transfer proving, and oil sales verification. Inspect oil storage facilities for site security. Conduct health and safety inspections regarding hydrogen sulfide, carbon dioxide, and warning/caution signage in the area. Conduct environmental inspection regarding undesirable events, spills, and discharges. Issue violations, penalties, and shut-down orders per the Bureau of Land Management (BLM) and Navajo Nation laws and regulations. Maintain accurate land status maps, records, tank strapping tables, and site facility/security diagrams. Maintain records on drilling, plugging, production, and other related activities. Enter inspection data into the BLM's Automated Fluid & Minerals Support System. The trainee must attend the mandatory BLM Oil and Gas Certification School and pass each of the six modules and the final field exam with a score of 80% or better.

QUALIFICATION REQUIREMENTS:

Education and Training:

Associates of Science degree with advanced mathematics coursework; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties. *****Preferred: applicant with basic algebra and computer (keyboarding) experience.***

Experience:

Preferred: Applicant with experience in the Oil and Gas field.

In order to receive full credit for education, certification, or licensure, transcriptss, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application.

Special Knowledge, Skills and Abilities:

Must be able to speak Navajo, use a personal computer, and possess effective verbal and written communication skills. Must be in good health, be able to lift 25 lbs. or more, be able to climb steps and/or ladders at least 20 feet high, and be able to hike several miles.

License/Certification Requirements:

Must possess a valid state driver's license and ability to obtain a NN Operator's permit within 90 days of employment.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 1-15-99***